

Approved For Release 2005/11/24 : CIA-RDP70-00211R000700110002-9

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Chief, Supply Division,
Office of Logistics

17 April 1959

Chief, Records Management Staff,
Management Staff

1023 060 4/20/59

Stocking of Eight Inch Wide Legal Size Manifold and
Carbon Sets (Letterex)

1. Legal size letterex is available from the Federal Supply Service in 8 $\frac{1}{2}$ " widths only. However, since all legal size Agency forms have been standardized, according to eight inch widths, the use of 8 $\frac{1}{2}$ " wide letterex with these forms is cumbersome. This is particular true in the volume use of legal size letterex to prepare copies of dispatches.

2. Accordingly, I recommend that the Federal Supply Service be asked to consider supplying eight inch width letterex in lieu of the present 8 $\frac{1}{2}$ " width size. If such a change is not considered practical since Federal Supply Service also furnishes legal size writing paper in 8 $\frac{1}{2}$ " widths, then I further recommend that all 11" legal size paper stocks be standardized according to an eight inch width.

[Redacted Box]

STAT

Distribution:

- Orig & 1 - Addressee
- 1 - RMS (Records Management 2-2)
- 1 - [Redacted Box]
- 1 - [Redacted Box]

*Route RMS copies
to these for
info*

4/20/59 *4/20/59*

Mgt/S/RMS/ [Redacted Box] fjm (17 April 1959)

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